

Addressing Coordinator

Dept: Planning and Zoning

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult technical work managing the addressing system to reflect changes in roads and signage, acting as a backup for the permitting counter, and related work as apparent or assigned. Work is performed under the general direction of the Planning & Zoning Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Provides information and assistance to staff, citizens and outside agencies assigning, verifying and enforcing E-911 addresses.
- Creates and maintains back up files needed for addressing; keeps reference books.
- Creates, forwards and follows up on notifications regarding the addressing ordinance.
- Creates new locations on maps, tracks progress or changes to roads and maintains financial records when new or replacement signage is completed and when new roads are completed.
- Assists with permitting counter.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of automated mapping and information processing methods and techniques; thorough knowledge of the capabilities of automated mapping and geographic information systems (GIS); thorough knowledge of cartographic principles, automated mapping, geographic information system database design and structure; thorough knowledge of standard office equipment, hardware and software; thorough knowledge of standard software of the trade; thorough knowledge of GIS hardware and software components, data communication and network methods and techniques; ability to train employees in the operation of computer graphics hardware and software; ability to deal tactfully and courteously with the public; ability to prepare written and oral presentations; ability to compute rates, ratios and percentages; ability to troubleshoot GIS issues for department and citizens; ability to complete various reports; ability to organize and prioritize work; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Associates/Technical degree with coursework in computer science, geographic information systems, or related field and one to three years experience working with a geographic information system in planning or public safety, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires reaching with hands and arms, frequently requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive

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detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

North Carolina Permitting Personnel Association preferred.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date